



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Quileute Tribal Child Care CHI CHO OTSK ATI “House of Children”

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe**  
**Human Resources Department**  
**P.O. Box 279**  
**La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Lead Teacher-Child Care**  
Supervisor: Administrative Supervisor  
Location: Early Childhood Education Building  
Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

**POSITION SUMMARY:** The person selected for this position will be responsible for implementing the center early learning program. The person selected for this position must be professionally prepared as a child care provider of young children, especially in the field of early childhood education or development, and be able to meet the requirements of the licensing agency. This person must be sensitive and mature individual who is able to relate well to both children and adults.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

Include but not limited to the following:

- Age appropriate planning, supervising, and implementing the program for the children
- Gearing the program to the needs of individual children with concern for their interest, challenges, and individual learning styles
- Helping the children become aware of their roles as integral members of a group
- Be responsible for ordered arrangement, appearance, décor and the learning environment
- Assist the director supervising the child care staff, ensuring the smooth cooperation of all activities
- Assist the director in staff training activities, demonstrations
- Attend all staff meetings
- Other duties as assigned

**SKILLS, KNOWLEDGE AND ABILITIES**

**WAC (Washington Administrative Code) 110-300-0100 (5)**

- 1) Lead teachers may be employed to be in charge of a child or a group of children.
- 2) The lead teacher must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of children
- 3) Lead teachers must:
  - a) Be eighteen years of age or older
  - b) Have a TB test as required under WAC **110-300-0105**
  - c) Have a background clearance as required under chapter **110-06** WAC
  - d) Have a current CPR and first aid certification as required under WAC **110-300-0106**
  - e) Have a high school diploma or equivalent
  - f) Complete 30 hours of STARS training within six months of assuming the position of lead teacher
  - g) Complete ongoing training hours as required under WAC **110-300-0107**
  - h) Complete HIV/AIDS training and annual blood borne pathogens training as required under WAC **110-300-0106**
  - i) Have a food worker card, if applicable
  - j) Attend an agency orientation as required under WAC **110-300-0110**
- 4) Lead teachers are counted in the staff to child ratio

- 5) When the site coordinator is off-site or unavailable, lead teachers may assume the duties of site coordinator when they meet the site coordinator minimum qualifications, may also serve as a child care staff when the role does not interfere with management and supervisory responsibilities

**WORK ENVIRONMENT:**

- Birth -12 years. Inside and outdoor childcare setting.

**PHYSICAL DEMANDS:**

- Must be able to lift children up to 50 lbs. Proper physical agility and ability are recommended for this position such lifting children, and being able to participate and demonstrate physical activities for the children

**SUPERVISORY RESPONSIBILITY:**

None

**QUALIFICATIONS:**

- **Required Qualifications:** Current Washington State Driver's License or ability to obtain in 3 months
- High school Diploma or GED.
- Have a minimum of an ECE initial certificate or equivalent as approved and verified in the electric workforce registry by the department within five years of date.
- Complete TB as required.
- Maintain a current first aid and CPR training as required.
- Current Food handler's card
- Complete HIV/AIDS training and annual blood borne pathogens training as required
- Have background clearance as required under WAC110-06, including Tribal background, as applicable
- Children learn by observing adults and others. Being a good role model is important. That is why smoking within 25 feet from the Tribal building and property and in view of children is not acceptable

**Minimum/Preferred Qualifications:**

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

## **HOW TO APPLY**

Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***